

Adding a Product to your Website

1: Begin with adding your Product Name

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 ≁ Posts ♀) Media ■ Pages 	Your theme does not declare WooCommerce support – Please read our integration guide or check out our Storefront theme which is total use with WooCommerce. Read/More/About/Storefront Theme Integration Guide Hide This Notice	ly free to download and designed specifically for
 Comments Maintenance Mode WooCommerce 	Product name Product Name	Publish Save Draft Preview Status: Draft Edit
Products 🔮 < Products Add Product 🏂 Categories	Give your new product a name here. This is a required field and will be what your customers will see in your store.	
Tags Shipping Classes Attributes Attributes Appearance		Product Categories All Product Categories Most Used All Product Categories Most Used Most Used Most Used Most Used

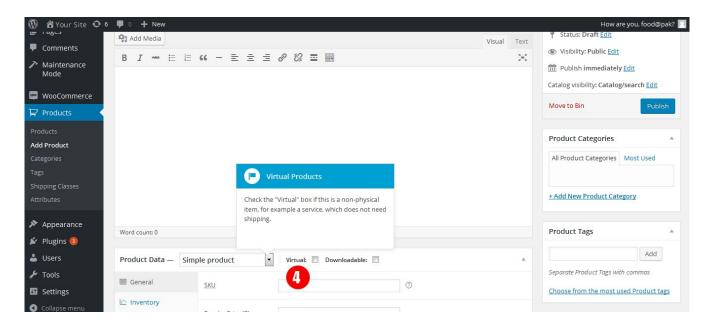
2: Add your Product description. Note you have some text tools and can add images by going to "Add Media"

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 ✓ Posts 今3 Media I Pages ✓ Comments 	use with WooCommerce.	merce support – Please read our integration guide or check out on the Integration Guide Hide This Notice Product Description	our Storefront theme which is totally free	to download and designed specifically for
 Comments Maintenance Mode 	Product name	This is your products main body of content. Here you should describe your product in detail.		Publish Save Draft Preview
WooCommerce	97 Add Media B I ↔ 등 등 66 - ≡		Visual Text	 Status: Draft <u>Edit</u> Visibility: Public <u>Edit</u> Dublick insuralization Edit
Products Add Product Categories Tags	2		c	Publish immediately <u>Edit</u> Catalog visibility: Catalog/search <u>Edit</u> Move to Bin Publish
Shipping Classes Attributes			2	Product Categories
Appearance				All Product Categories Most Used

3: Choose the type of Product

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 Maintenance Mode 	$B \ I \iff \exists \ i \$	Visibility: Public <u>Edit</u>
📟 WooCommerce	Choose Product Type	Catalog visibility: Catalog/search <u>Edit</u>
Products	Choose a type for this product. Simple is	
Products Add Product	suitable for most physical goods and services (we recommend setting up a simple product for now).	Product Categories
Categories Tags	Variable is for more complex products such as t-shirts with multiple sizes.	All Product Categories Most Used
Shipping Classes Attributes	Grouped products are for grouping several simple products into one.	+ Add New Product Category
 Appearance Plugins (3) 	Finally, external products are for linking off-site. Word cour	Product Tags
🕹 Users	Product Data — Simple product 😗 🔽 Virtual: 🔲 Downloadable: 🔲	Add
ToolsSettings	I General SKU O	Separate Product Tags with commas <u>Choose from the most used Product tags</u>
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4: Check the "Vital" box if it is not a non-physical product (eg. A digital/image download), leave un-checked if you are selling physical products



5: Only check this box if your Product is a digital download, or just ignore, leave un-checked.

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Products		
Add Product		Product Categories
Categories		All Product Categories Most Used
Tags	Downloadable Products	
Shipping Classes		+ Add New Product Category
Attributes	If purchasing this product gives a customer access to a downloadable file, e.g. software,	- Add New Froduct Category
Appearance	check this box.	
🖌 Plugins 📵	Word count: 0	Product Tags
Lusers		Add
	Product Data — Simple product Virtual: Downloadable:	Separate Product Tags with commas
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6: Enter the price of your Product. If your product is on sale, enter a sales price below the regular price (the sales price must be below the regular price)

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7: Add a short Product summary, this appears on the product page just below the product name

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Tags	🖉 Linked Products	Sale Price (R)		<u>Schedule</u>		Set product image	
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8: Add the Main Image of your Product

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Products	L Inventory	Regular Price (R)	Product Images	
Add Product Categories	🕂 Shipping		Upload or assign an image to your product here	Product Image
Tags	Linked Products	Sale Price (R)	This image will be shown in your store's catalog.	Set product image
Shipping Classes Attributes	Attributes			Product Gallery
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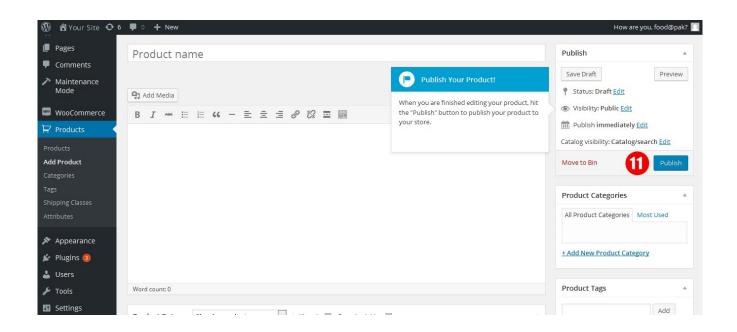
9: Add tag words (key words) here to help customers find the product

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 Comments Maintenance Mode 	Word count: 0			Product Tags		Product Tags	*
📟 WooCommerce	Product Data — Sim	Data — Simple product Virtual: Downloadable:		You can optionally "tag" your products here. Tags as a method of labeling your products to		9 Add Separate Product Tags with commas	
뎢 Products	🔲 General	SKU		make them easier for customers to find.		Choose from the most used Product tags	
Products	L Inventory	Regular Price (R)					
Add Product Categories	다. Shipping			Schedule		Product Image	
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10: Make sure to choose the correct category that the Product falls under. If the product has no category, you need to create a category by clicking on "Add New Product Category"

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 Dashboard Posts Media Pages Comments Maintenance Mode WooCommerce Products Add Product Categories 	P; Add Media B I ∞ Ξ Ξ 44 - Ξ Ξ Ξ 2 2 22 Ξ	Visual Text Visual Text Product Categories Optionally assign categories to your products to make them easier to browse through and find in your store.	 Status: Draft Edit Visibility: Public Edit Publish immediately Edit Catalog visibility: Catalog/search Edit Move to Bin Publish Product Categories All Product Categories Most Used + Add New Product Category
Tags	Word count: 0		Product Tags
Shipping Classes Attributes	Product Data — Simple product 💌 Virtual: 🔲 Downloadable: 🗐		Add Separate Product Tags with commas
Appearance	General <u>SKU</u>	0	Choose from the most used Product tags

11: Push the "Publish" button to publish the product onto the website, to go live



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